

SPECIAL BULLETIN

OFFICE OF TRAINING



No. 18-71

20 August 1971

To: All Training Officers of the Agency
THE PROJECT OFFICER IN THE CONTRACT CYCLE

The Project Officer in the Contract Cycle, a new course, is designed to provide an understanding of the Agency's contracting process, particularly as it applies to research, development, and engineering, and the management responsibilities of the Project Officer during the contract cycle.

LOCATION Room 236, Chamber of Commerce Building

DATES 18 - 22 October, full-time. If the response warrants, the course will be offered again in December and February.

FOR Project Officers, scientists, engineers, and others involved in the contract cycle. Particularly appropriate for those newly assigned to or in training for duties involving contracting for R,D,&E.

DESCRIPTION First day: CIA personnel will discuss the Agency's R&D Program, basic procurement authorities, and organization for procurement.
Second, third, and fourth days: The contract cycle from pre-proposal planning through settlement will be presented through lectures and class discussion in the morning and case studies in the afternoon. Dialogue between instructors and students encouraged. This portion has been developed and will be conducted by Procurement Consultants, Inc.
Fifth day: Students will analyze and discuss, in depth, significant R&D contracting cases selected from Agency files.

This document is part of an analysis.
If it is separated from the file it must be
referred to individual systematic review.

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Throughout the course, every effort will be made to maintain a "real-world" atmosphere. Particular emphasis will be placed on:

- (1) the responsibilities of the Project Officer as a member of the Contract Team,
- (2) identifying the technical problem and developing a Work Statement or Specification to solve the problem,
- (3) evaluating prospective contractors' capabilities,
- (4) evaluating contractor proposals - wishes vs reality,
- (5) the Project Officer's position in negotiation and award,
- (6) project management - the theory and practice of getting the results desired,
- (7) the behavior of the major elements of cost in the contractor's plant, particularly those affecting overhead, and
- (8) how to recognize a Change which will add to the contract cost.

REGISTRATION Limited to 25 (O/DCI-1, DDS&T-5, DDI-5, DDP-5, DDS-9). Submit Form 73, Request for Internal Training, to OTR/ISS/AIR, Room 832, 1000 North Glebe Road, no later than 1 October. Priority will be given to persons who have not attended similar courses given by the Agency.

ADDITIONAL INFORMATION For course content, call extension 3567; for registration, call 2365.

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